



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

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1. Application Date December 5, 1973		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received DEC 13 1973 Application No. 73-587 Date Completed DEC 19 1973	
2. Agency Application No. DHR-DA-2					
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Administration Program & Management Analysis Unit 47 Trinity Avenue, S. W. Atlanta, Georgia 30334				4. Person to Contact Mr. W. Carl Joiner	
				5. Working Title Unit Chief	
				6. Tel. No. 656-4818	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series July 1972 - date		9. Exact Series Title LIVE BIRTH MEDICAL DATA FILES			
10. What is the function of the office in which this record series is created?  To compile birth, death, marriage, divorce, data by unspecified categories for research purposes leading to obtaining assistance in the development of health programs under federal and state grants and to assist in the identification of those areas meriting the establishment of health programs.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). compilation Documents relating to the of data surrounding the live birth of a child in Georgia.  Includes a detached portion of the certificate of live birth providing information about educational level of parents, data on Mother's previous deliveries and pregnancies, pre-natal care, complications during pregnancy, complications of labor, method of delivery, birth injuries and congenital anomalies. Names are not included.  The file is arranged numerically by birth certificate number.  NOTE: This series does not include the birth certificate.  ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				4 6	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
Record Center Boxes		6	6	7 sq. ft.	
				This Year's Last Year's Preceding Year's All Prior Years	
				1 1 0 0	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] [ ]
14. Is there a duplication of this series in another office or agency? [ ] [X]
15. Is the information contained in this series ever summarized or published? [ ] [X]  
Attach copy of summary or publication. Not now; perhaps in future
16. Does the series contain classified information requiring security handling? [ ] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]
18. Could the function be performed if the files were lost or destroyed? [X] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
20. Does the record series provide data as input to an EDP file? EDP actions are now in experimental stage. [X] [ ]
21. Does the record series contain documentation produced as EDP printout? [ ] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [X]

24. REQUIREMENTS. The following requires the files to be kept 18 months ~~years~~

- a. [ ] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [ ] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

EDP input is now in experimental stage. This requirement may subsequently be amended if computer file proves workable.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [X] CALENDAR YEAR - [ ] FISCAL YEAR - [ ] OTHER \_\_\_\_\_, then:

- [X] Hold in the current files area 6 month(s)/ \_\_\_\_\_ year(s):
- [X] Transfer to [X] State Records Center [ ] Local Holding Area; hold 1 year(s):
- [X] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>William H. Lee</i>		Date <i>Dec 5 73</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved		<i>W. C. Jones</i>	<i>12-11-73</i>
	State Auditor/Designee [ ] Approved [ ] Disapproved		<i>William M. Agan</i>	<i>12-17-73</i>
	Secretary of State/Designee [X] Approved [ ] Disapproved		<i>Carroll Kent</i>	<i>12-14-73</i>
	Attorney General/Designee [X] Approved [ ] Disapproved		<i>Robert H. Sheel</i>	<i>12-18-73</i>

STATE RECORDS COMMITTEE